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**FOR WOMEN ONLY: AVOID MEETING MISTAKES**

**By Beverly Tillman**

**FOR WOMEN ONLY: AVOID MEETING MISTAKES**

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Women tend to be super-stars in the work place, but sometimes we make mistakes that could have been avoided for meetings. Read on to see if you make any of these mistakes at meetings. Then learn how to avoid them. What I advise is easy and makes common sense.

1. DEADLY MISTAKE #1: Arriving late for the meeting when you are either the facilitator or an attendee. This is very disruptive and often contributes to meetings going over time. HOW TO AVOID LATENESS: First of all be sure you leave plenty of time to stop your previous task so you can get to the meeting on time. Many times women arrive late to morning meetings, because they have to take their children to school or sitter. Be sure you leave in plenty of time to drop them off early. Many women also consider it rude to end a previous meeting advising that they have another meeting to go to. The best thing to do in this case is to advise the person(s) you are meeting with ahead of time that you must leave at a certain time to get to your next meeting. Also you might want to have your secretary buzz you on your cell or the land phone notifying you that you have another meeting. This will bring heightened attention that you have something else planned that is also just as important even if it is just getting back to your work.

2. DEADLY MISTAKE #2: Arriving without a "written" agenda and especially if you are the facilitator. Even if you are not the facilitator it is still a good idea to have your own "written" agenda planned with your possible questions, but be sure your agenda is consistent with the main agenda items. Agendas should always have a timeframe associated with each item. This keeps participants focused on not only the agenda item, but also the time. HOW TO AVOID HAVING NO AGENDA: The only way to avoid this one is to write an agenda "prior" to the meeting. Do not under any circumstances start writing the agenda at the meeting. When this is done, you look unprepared and unprofessional. Also if you are the boss you send the wrong message to your employees: I am unprepared. Professional women should appear totally prepared for meetings at all times unless there is a major catastrophic event involving you...prior to your arrival!

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3. **DEADLY MISTAKE #3:** Speaking about "things" (and that is exactly what they become "things" when they are non-agenda items) that are not on the planned agenda. Sometimes it is appropriate to add items to the agenda, but request permission of the group to discuss the additional item. This statement also applies to the meeting facilitator. **HOW TO AVOID SPEAKING ABOUT NON AGENDA ITEMS:** As the facilitator and also as a participant you always have the right to request tabling discussion of non agenda items until the group meets again or to direct the group to hold an off line or ad hoc meeting to discuss other topics.

4. **DEADLY MISTAKE #4:** Assuming other people will arrive prepared. Most of us have been to meetings where we are prepared but others are not. This contributes to all kind of confusion! **HOW TO AVOID OTHERS SHOWING UP FOR THE MEETING UNPREPARED.** There are a couple of things you can do here. First send the agenda to all participants "prior" to the meeting. Next you can personally contact or have your assistant contact other principle participants of the meeting to remind

them of specific agenda items. Additionally, it is often a good idea to send an email ahead of time asking the participants for their input. "Of course you might not need their input", but they will actually be in preparation for your meeting.

5. **DEADLY MISTAKE #5:** Allowing an outsider who has nothing at all to do with your meeting interrupt the meeting. Believe it or not, most of the time interruptions are not necessary. Often women allow it, because the interrupter is the boss or some one else we highly favor for some reason or another. But if the person is not a formal participant of your meeting any interruption other than an emergency should not be put up with! Note that most interruptions are not emergencies. If there is an emergency ask one of the participants to step out of the meeting to take care of the emergency. Or if you as the facilitator of the meeting have to step out, ask another person in the meeting to take over until you return. **HOW TO AVOID INTERRUPTIONS FROM OUTSIDERS WHO HAVE NOTHING TO DO WITH THE MEETING.** This actually is easy to do. Just tell the person you will be with them at the stated time of the end of the meeting or at the break time. I have also found that if a high level person interrupts, they usually gain more respect for you when you tell them you will get right back to them "immediately" as soon as you finish the meeting. Telling them "immediately" puts their needs at a very high level and maintains respect for their position. One of the problems that women often have is standing up to authority. Authority often respects a woman more, when she respectfully takes her authority!

**SUMMARY** Avoid mistakes especially now that you know the common ones. Also take the lead and even be in charge at making meetings run smoothly even if you have not called the meeting. Also let me know what you thought about this article.

Dr. Beverly Tillman, author and speaker, teaches business and professional women how to gain more independence and become "outrageously" successful in their business. She is the transformational and energetic Speaker and Work Shop leader all women groups should invite to speak. Look for her new book in late November: **FOR WOMEN ONLY: How to Become "Outrageously" Successful in Business.**

**Little Known Dating Tips, Secrets and Dating Mistakes...**

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**By John Alanis**

I hear it over and over—"It was going so great, and then she disappeared on me... why? What happened—we were having such a great time together. I'm tired of this happening—I want to date sexy women, but I want them to stick around. Do you have any dating tips for me?"

Yes, I do. Every time I talk to a guy who tells me this, I discover he's making the exact same mistakes most guys do, dating mistakes that kill his chances of successfully dating sexy women. So, I give him some dating tips to skyrocket his success with sexy women. Here are the most common ones:

Dating tip #1: Don't date. Yes, that's right—don't date. Think about a traditional "date"—it's full of pressure, awkwardness, evaluation and it just plain sucks. What do you do on a "traditional date?" Dinner, movie, kiss goodnight, she doesn't return your calls. Or you have drinks, and try to "make your move," and we all know where that ends up. Much better (and cheaper) to meet for coffee—it's fun and relaxed with none of the normal dating expectations.

Dating tip #2: The less you do and say, the more she's attracted to you. Most guys try to impress sexy women, or "lay a rap" on them. Sexy women have heard it all before. But, if you ask her about herself, shut up and listen, and display a SMALL degree of interest, she'll begin to wonder why you're not slobbering all over her. She'll want to discover more... now you're a challenge, and sexy women love challenging guys. Why? Because they rarely meet one. This is a HUGE dating tip.

Dating tip #3 Be a "naughty little boy." Another big dating tip. Remember the "class clown" in elementary school—the guy who was "cool and funny" all at the same time? When you're talking to sexy women, make unexpected and mischievous comments, the kind that leave them thinking, "I can't believe he just said that... but I like it." This shows sexy women you're NOT impressed by their looks, that you need to see more. This is so different from what they're used to they can't help but be attracted. I cannot emphasize the importance of this dating tip.

Dating tip #4 Avoid all canned pick up lines, "laying a rap," or any type of "acting." Sexy women have heard it all before, and as soon as you spout one, you're instantly a JAG (just another guy). And JAG's don't get sexy women—remember this dating tip!

Dating tip #5 Sexy women are approached and hit on 20 to 30 times a day. This is their world—to get into it, you have to be different from the 20 guys who've already talked to her. (see Dating tip #3 for how to be different to sexy women).

Dating tip #6 Look out for her tests. Sexy women (indeed, all women) will test you to see if you'll stand up to them. If you can't stand up to her, you can't stand up for her. If she asks you to buy her things, that's a test—and a perfect opportunity to be a "naughty little boy" (see Dating tip #3). Say something like, "What do I look like an ATM machine? You should buy ME something, just for the privilege of spending time with me. I like sexy women who buy me things!" This is said in a playful—yet firm—manner that lets her know you're onto her. When you pass their tests, it drives sexy

women wild with desire. Very important dating tip.

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Dating tip #7 Date multiple sexy women at once, and make sure the others know about it. Sexy women love a man who is attractive to other sexy women, and will compete to "win you." (Here's another dating tip: for proof of this, read any good romance novel). If you want to settle down, you can choose one, but she will always know you're desired by other sexy women—and in a strange way, this creates even more attraction for you. This dating tip really is a secret, but it works very well with sexy women.

OK, guys, that's it for this article. Obviously there are lots of other dating tips, tricks and secrets to put to use, but if you pay attention to these dating tips, you'll be a heckuva lot more successful with sexy women. Now, go re-read all the dating tips!

On with the fun...

–John Alanis, Dating Tips Master  
"The King of Let `em Come to You"

Want more dating tips? To discover how to be successful with sexy women, and for more great dating tips, see

.  
John Alanis is the author of "Secrets of Natural Attraction: How to Get Desirable, Beautiful Sexy women to Chase You." He also publishes a daily "politically incorrect attraction and dating tips" newsletter that reveals how to get desirable, beautiful sexy women to approach men for a date first, no matter your looks, age or income. You can subscribe to John's daily "sexy women approach you secrets" by going to

. Upon subscription, John immediately sends you

five free "how to get beautiful, sexy women to approach you!" reports, chock full of "hidden secrets" dating tips.

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